

SOLICITATIONS

11/23/2004

1.

The screenshot shows the 'PRISM - Document - Create' interface in Microsoft Internet Explorer. The browser address bar shows 'https://prismapp3.publicdebt.treas.gov/prismtest/doc/create/create_1.asp'. The page has a left sidebar with a 'VFO' logo and a main content area. The main area contains the following sections:

- Document Create**: A sub-section titled 'Document Type' with a dropdown menu set to 'Solicitation'. An arrow points to this dropdown with the instruction '1. Select "Document Type."'.
- Create From**: A dropdown menu set to 'Requisition'. An arrow points to this dropdown with the instruction '2. Select "Create From."'.
- Solicitation Numbering Options**: Two radio buttons. 'System Generated' is selected, with a value 'BPD-RFQ-2004 (RFQ-04-#)' displayed next to it. 'Manual Entry' is unselected. An arrow points to the 'System Generated' option with the instruction '3. Select "Solicitations Numbering Options."'.
- Section Template**: A dropdown menu set to '(None)'. An arrow points to the 'Continue' button below this section with the instruction '4. Click "Continue."'.

At the bottom of the main content area are 'Continue' and 'Cancel' buttons.

2.

The screenshot shows the 'PRISM - Requisition - Selection' interface in Microsoft Internet Explorer. The browser address bar shows 'https://prismapp3.publicdebt.treas.gov/prismtest/solicitation/select/req_create_req/create_req_1.asp'. The page has a left sidebar with search criteria and a main content area.

Search Criteria (Left Sidebar):

- Requisition Number**: BPD-82000-04-0069
- Site**: BPD PROCUREMENT
- Include Documents from:** All Sites
- Requisitioner**: [Empty]
- Buyer**: [Empty]
- Requisition Date Range**: Start Date [Empty], End Date [Empty]
- Sort by**: Requisition Number
- Max Results**: 100
- Results per Page**: 5

Main Content Area:

- Buttons: Display, Hide Search Criteria, Cancel, ?
- Section: Create Solicitations from Requisition
- Table:

Select Line Items	Requisition Number	Requisition Date	Requisitioner	Buyer	Site
Y	BPD-82000-04-0069	06/29/2004	TRAIN TRAIN01	BPD	

Page 1 of 1 (1 results found)

An arrow points to the 'Y' in the 'Select Line Items' column with the instruction 'Click on "Y" to see line items below.'

Line Item Selection (Bottom Section):

Select the line items from the Requisition, you may click each desired box, or click "Select all" to choose all the line items, then click "Create".

Select	Item Number	Description	User Product Code	Product	Unit	Quantity	Amount
<input checked="" type="checkbox"/>	0001	Computers		PR			\$900.00
<input checked="" type="checkbox"/>	0002	Computer stand		PR			\$400.00

Buttons: Select All, Create

3.

The screenshot shows the VFP Solicitation form. The left sidebar contains a navigation menu with options: Main, General, Additional Info, Text, Items, Package, Supporting Docs, Vendor, Protests, Validations, Route History, Status History, Notifications, Ownership, Navigator, and Return to Home. The main content area is titled 'Solicitation Information' and includes fields for Solicitation Number (RFQ-04-003), Stage (Solicitation), Number of Items (2), Version (BASE-In Progress), and Total Amount (\$1,300.00). Below this is the 'General Information' section with fields for Owner (TRAIN TRAIN01), Requisition Number (BPD-82000-04-0089), Date Issued, Type of Solicitation (2 - RFQ), Solicitation Procedure (C: Full and Open Competition - Combination), Anticipated Type of Contract (J: Firm-Fixed Price), DO / DPAS, Depository, NAICS Code (None), Size Standard (None), Buyer (BJW00DYA), Admin Office (BPD), Issuing Office (BPD), Primary Product / Service Code (PR), SDB %, and HUBZone %. The 'Bids Due' section includes fields for Date (07/14/2004), Time (1700), Time Zone (ET), and Copies (2). The 'Synopsis' section has a 'Synopsisized' checkbox. Numbered instructions are provided: 1. Select 'Type of Solicitation.' (pointing to the Type of Solicitation dropdown), 2. Select 'Solicitation Procedure.' (pointing to the Solicitation Procedure dropdown), 3. Select 'Anticipated Type of Contract.' (pointing to the Anticipated Type of Contract dropdown), and Input Date and Time, the Solicitation is due and the number of copies needed. (pointing to the Date, Time, Time Zone, and Copies fields).

4.

The screenshot shows the VFP Solicitation form with the 'Package' section selected in the left sidebar. The main content area is titled 'Solicitation Information' and includes fields for Solicitation Number (RFQ-04-003), Status (In Progress), Number of Items (2), Version (BASE), Stage (Solicitation), and Total Amount (\$1,300.00). Below this is the 'Cover Page' section with a message: 'There is no form associated with this Solicitation. Choose Change Form to associate a form.' The 'Change Form' button is highlighted. Numbered instructions are provided: 1. Click 'Package.' (pointing to the Package option in the left sidebar) and 2. Click 'Change Form' to choose your form. (pointing to the Change Form button).

5.

Form Selection

Search: For

Results per page:

Form	Description
SF 1442	Solicitation / Award (Construction)
SF 1447	Solicitation / Contract
<u>SF 1449(4/2002)</u>	Solicitation / Order (Commercial) (4/02)
SF 18	Request for Quotations
SF 30	Amendment Of Solicitation
SF 33	Solicitation Schedule A Only

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Select Form.

6.

PRISM - Solicitation - Cover Page - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismapp3.publicdebt.treas.gov/prismtest/formfiller/form_1.asp?option=coverpage

Solicitation

Main
Items
Package
Cover Page
Body
Attachments
Supporting Docs
Vendor
Protests
Validations
Route Hist
Status History
Notifications
Ownership
Navigator
Return to Home

Solicitation Information

Solicitation Number: RFQ-04-003 Status: In Progress Number of Items: 2
Version: BASE Stage: Solicitation Total Amount: \$1,300.00
Net View: Off

Cover Page

SF-1449 (4/2002)

Additional Pages: (None)

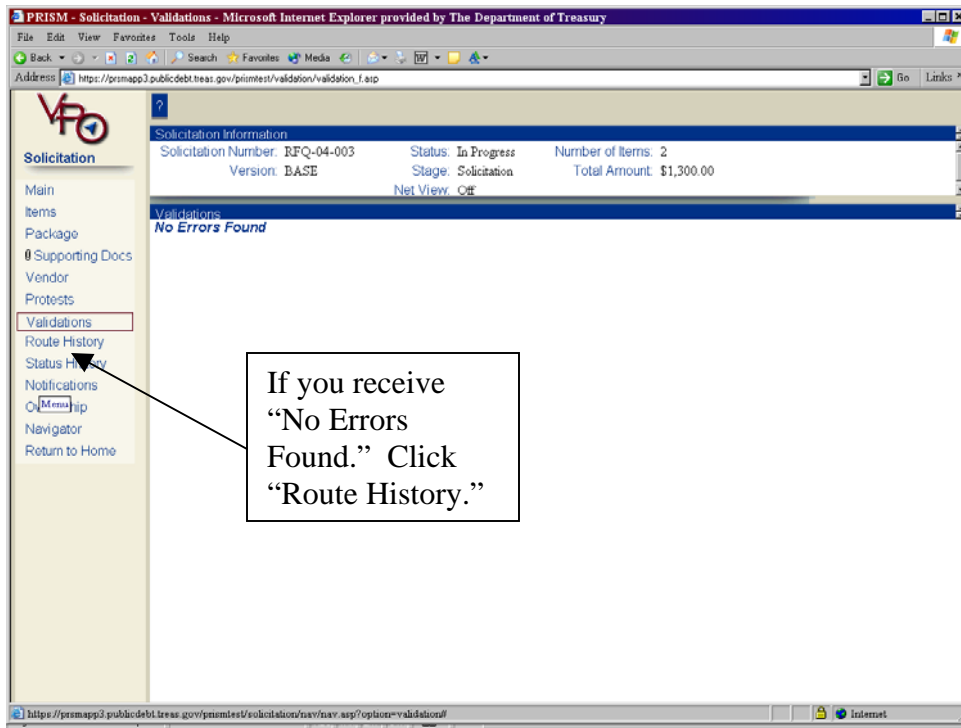
10. This Acquisition is: Unrestricted
NAICS: (None)
Size Standard: (None)

15. Deliver To: System Calculate

Print Ship To: With Each Line (for multi only)

Click
"Validations."

7.



To route document use [Route Award for Approval](#) QRG.